

VA Appointment Requirements – VA Employee

Welcome to the Portland VA Medical Center Research Service. As a VA employee, you will need to complete the following items consistent with VA regulations prior to receiving keys to access research areas, access patient medical files and participation on VA IRB approved research projects. **Once these items have been completed, please have your supervisor sign the bottom of this form and return this with all related attachments to Sharina Mears or Nickie Pierce in the Research Service (Bldg. 101, Room 502).**

I. Contact Information and ID Badge

- ☐ Contact Information Form
- ☐ ID Badge Form
- ☐ Acknowledgement of Receipt of Key(s) Memo

Please contact Sharina Mears at ext. 56619 or sharina.mears@med.va.gov, if you have any questions.

II. Computer Access

- ☐ Computer Access Agreement (this is required for Veterans Health Information Systems & Technology Architecture (VISTA) access only)
- ☐ Computerized Patient Medical Records (CPRS). Please complete the attached Request for CPRS Access form.

Please contact Bob Lawson, Technical Application Coordinator, at ext. 55272 or Robert.Lawson@med.va.gov, if you have any questions.

III. New Employee Orientation Modules

- ☐ Please see the New Employee Education Checklist link on the R&D website for details.

Please contact Bob Lawson, Technical Application Coordinator, at ext. 55272 or Robert.Lawson@med.va.gov, if you have any questions.

IV. Appointment Information - New employee has received a copy of the each of the following:

- ☐ Position Description
- ☐ Performance Standards
- ☐ Competency Assessment

Please contact Kerrienne Barton at ext. 57161 or kerrienne.barton@med.va.gov, if you have any questions.

V. Safety Training Modules

- ☐ General Safety Training Module (to be completed only if you will have an electronic key)
- ☐ Biosafety Training (to be completed only if you will be working in a “wet” laboratory)
- ☐ Radiation Safety Training (to be completed only if you will be working with radioactive materials)

The modules may be accessed through: <http://www.va.gov/portlandrd/training/index.htm>

Username: PVAMC; Password: research.

Please contact Sharina Mears at ext. 56619 or sharina.mears@med.va.gov, if you have any questions.

V. Human Subjects Research

If you will be involved in any manner with VA IRB approved human research projects, the following items need to be completed:

- ☐ Not applicable because I will not be working on VA IRB approved human research projects.
- ☐ Scope of Work Form (**signed by Supervisor**)
- ☐ Education Verification Form for each degree earned
- ☐ Copy of Professional License (if required for interaction with patients in a supervised setting)
- ☐ Overview of Good Clinical Practice and Human Subjects Protection module (print certificate)

☐ Portland VA Medical Center module (print certificate)

The modules may be accessed through: <http://www.va.gov/portlandrd/pages/support/hrpp/training.htm>

Please contact Angie Lacey at ext. 51165 or angela.lacey@med.va.gov, if you have any questions.

Employee's Signature

Supervisor's Signature